**RESUME**

**Laviza Sajjad Ali Surve**

Phone : 9619694776

Email : [lavizasurve91@gmail.com](mailto:lavizasurve91@gmail.com)

Location : Mumbra – Kausa

Mumbai – India

**Career Objective:**

To apply acquired skills to benefit the organization. Promote self-growth & achieve satisfaction by working with dedication & efficiency.

**Education:**

SSC Mesco Crescent English High School

HSC ST. Mary Convent College

Running SYBCA

**Computer knowledge:**

* MS-CIT
* Basic programming knowledge
* MS Excel

**Work Experience:**

* 1 year in graphic designing at AV Graphics
* 3 months At Kishht Finance.

**Personal skills:**

Good communication skills

Ability to work in a team

Organizational skills

Excel and basic language

**Declaration:**

* + I hereby declare the above information is the best of my knowledge

Date:

Time: